

6.0 - INFORMATION AND RECORDS

6.10 Fees and payment policy



Policy

St Clements Church Preschool is a non-profit making organisation and all monies received either by fees or fundraising go towards the excellent care and welfare of the children. The Preschool Fund enables us to purchase essential materials which enable the children's learning experiences and benefit their environment.

Procedure

The following guidelines are in place to ensure all invoices are met:

1. Invoices are issued to all families for the Preschool Fund donation. Invoices also confirm the number of hours covered by the Nursery Education Fund (NEF) and rate of funding.
2. Invoices include fees where the child is doing extra hours over their entitlement of 15 hours a week (or 21 hours for children eligible for full-time schooling) or if the child is not yet entitled to funding.
3. Invoices include a Forest School donation for those children attending Forest School. Forest School is a wonderful experience for the children. It does incur a cost to Preschool and we do ask for a donation to allow us to continue with this pleasurable activity.
4. Invoices are issued early in the autumn, spring and summer terms and fees are to be paid within 10 days of receiving the invoice.
5. Cheques should be made payable to "St Clements Church Preschool". Bank details are provided on the invoice for payments to be made directly to Preschool's account. Payment can also be made through a number of childcare voucher schemes.
6. Cash payments should be handed to the Supervisor/Deputy Supervisor at the end of session. If a family is struggling to pay their fees/fund they can approach the Supervisor, Chairperson or Treasurer to make alternative arrangements. All financial enquiries will be dealt within the strictest of confidence.
7. Our current fees can be found in our Prospectus.

This policy was adopted at a meeting of

St Clements Church Preschool

Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

Chair